

# VICTORIA ISD EDUCATION FOUNDATION

## Grants for Great Ideas Program

### *2021 - 2022 Guidelines*

#### **Purpose**

The Grants for Great Ideas (GGI) program is designed to encourage, facilitate, recognize, and reward innovative and inspirational instructional approaches to the accomplishment of program objectives.

#### **Persons Eligible to Apply for Grants**

Individuals employed by the Victoria Independent School District who are involved in the instruction of students or related support services benefiting students may apply.

#### **Eligible Proposals**

Instructional approaches or projects designed to take place from the 2020-2021 school year and which meet the selection criteria noted below are eligible for consideration.

#### **Award of Funds**

Grants will be awarded through three funding categories. The number of awards will depend on funds available from the Victoria ISD Education Foundation. Grant funding categories include:

1. Up to \$1,000 to individual teacher-initiated programs or projects;
2. Up to \$2,500 to campus teams, departments, and district-initiated programs and projects;
3. Up to \$5,000 for larger projects.

#### **Grant Application Release Date**

March 2021

#### **Grant Application Due Date**

May 31, 2021, by 5:00 p.m. through Submittable

#### **Selection Criteria**

The following items will be considered during the grant review process.

1. The degree to which the proposal addresses important program objectives.
2. The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project as opposed to one accomplished or under way.)
3. The degree to which sound evaluation procedures are incorporated in the proposal.
4. The degree to which the proposal is clear and logical, including:
  - a. A compelling needs statement;
  - b. Clearly stated objectives;
  - c. Clear descriptions of instructional procedures, methods or treatments; and
  - d. Correspondence among needs, objectives, evaluation procedures and treatments.

## Selection Process

1. Administrative Approval:
  - a. All applications must be reviewed by the campus principal for congruence with campus programs and be signed by the campus principal before submitting the Application Form.
  - b. The signature of the Director of Technology is required if funds will be used to purchase technology and/or media equipment.
  - c. The signature of the Director of Facilities is required if funds will be used for construction or maintenance.
2. The Deadline for all Application material is **5:00 p.m. on May 31, 2021**.
  - a. Applications must be completed online at:  
<http://www.visdfoundation.submittable.com/signup>
  - b. Application Signature Forms must have all required signatures and should be uploaded through the online submission system.
  - c. **Applications that do not have all required signatures will not be accepted. (Please allow several days for obtaining signatures.)**
3. Applications will be reviewed and commented on by the Grants Review Committee(s) comprised of Foundation Board members, VISD personnel, and other members appointed by the Foundation's Grants Review Committee and approved by the Foundation's Board of Directors.
4. For each grant application submitted, the Grants Committee shall make one of the following recommendations:
  - a. Approved
  - b. Approved with pending conditions and/or modifications
  - c. Disapproved
5. If recommended for approval, the Application will be presented to the Board of Directors of the Foundation in summary form for review and formal approval.
6. If approved by the Foundation Board of Directors, the Application will be presented to the VISD Board of Trustees for formal acceptance of the grant.
7. Applicants will be notified of decisions in August.
8. Projects must be implemented in the **2021-2022 school year**.

## Responsibilities of Grant Recipients

1. Use the awards for the purposes intended.
2. Implement and evaluate projects within one year of the grant award.
3. Prepare a Final Report. The Final Report template is attached. The Report is due after completion of the project and not later than **May 15, 2022**.
4. The Grants Review Committee will review the Final Report and either accept it or ask for additional information. If the Committee asks for further information, the Applicant is responsible for providing that information by the date prescribed by the Committee.

5. Share information about successful projects in staff development sessions, if requested.
6. Share photos and/or videos of the project of students approved of a media release.

### Responsibilities of Principals

1. Make certain that the project is completed on time.
2. Make sure that the Applicant has filed the Final Report by the due date.
3. If the applicant has missed a deadline, immediately report the reason to the Executive Director of Education Foundation and take steps to assure that documents are submitted as soon as possible.

### Guidelines for Completing the Application

1. A project is appropriate if "yes" can be answered to the following questions:

- Is there a need?
- Is it essential to learning?
- Can it be done?
- Is it practical?
- Is it new for you?

2. Suggestions for strong Applications

#### Dos

- Proof application for spelling, grammar, and punctuation.
- Be realistic. Make sure that what you are asking for can be achieved.
- Be specific and thorough.
- Complete all items on the grant application.
- Include measurable outcomes

#### Don'ts

- Don't be vague or submit incomplete responses.
- Don't give up if your grant is not approved. Keep trying!

3. Critical Elements of the Application Form

#### Budget

- Itemize expenses and **round to the nearest dollar.**
- Include VISD budget code, vendor name, and purchase quantities and amounts. **New vendors (new technologies and services) not included on the VISD vendor list are allowed; however, supplies that can be purchased from VISD approved vendors must be utilized.** (FYI: Amazon is not an approved vendor.) **The approved vendor list is located on <https://www.visd.net/>, then click on the "Staff" tab then "Intranet," then under "Purchasing and Central Supply" click on "VISD Approved Vendor List."**
- Avoid requests for salaries and stipends as they will not be funded.
- Explain and justify the costs associated with the project. (Why do you need the specific items and amounts that you do?)

#### Statement of Need

- Explain what the need is in your classroom, on your campus, or throughout the District.
- Give measurable data to support the need.

#### Statement of Purpose

- Tell what you hope to achieve (e.g., What will be different/better if successful?).
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.

#### Statement of Learning Outcomes

- Demonstrate that the project will improve learning outcomes more than existing practices do. Write Learning Outcomes in measurable terms (e.g., Increase reading proficiency by x% in one semester).
- Demonstrate how the Learning Outcomes address District or campus educational improvement plans.
- Explain how the project supports the project's Purpose.

#### Methods and Procedures

- Describe instructional procedures (including timelines), methods, or activities that will be utilized.
- Relate methods and procedures to Purpose and Learning Outcomes.

#### Evaluation Design

- State how results will be measured.
- Explain how evaluation data are related to the stated objectives.
- Project how many students will be impacted by the grant.
- Explain how you will know whether the project was successful.

#### Sustainability

- Indicate how the project will be sustained and made available to other students after the initial implementation.

#### School/Community Partners

- Identify school/community partners, if any, involved in the project and their respective roles.

4. Grant Application Workshops will be held to answer questions, give grant writing tips, and provide information about the process. Attendance is optional but recommended. **Those in attendance will receive up to five additional points toward their grant review score.** Emails will be sent out to notify you of these sessions. **The workshops will be held via TEAMS and announced at a later date. Applicants need to attend only one session.**
5. Required Application Material
  - a. Scanned Cover Sheet **with all required signatures** (Primary Applicant must keep the original signed Cover Sheet on file)
  - b. Fully completed online Application Form
6. Submission of Application
  - a. The **deadline** for submission of all application material is **5:00 p.m. on Monday, May 31, 2021.**
  - b. All required application material must be submitted electronically through **Submittable.**
    - Log on to <http://www.visdfoundation.submittable.com/signup>
    - Click on "begin your application" and create an account.
    - Complete all sections of the application.
    - Download the Signature Page and obtain the required signatures. Complete and upload at the end of the application.

- Verify that you understand that if your grant is awarded, you will be required to record data on the project and submit a Final Report by the designated deadline (May 15, 2022).
  - Review that all required documents are attached: Signature Page, Additional materials, images and/or files (optional)
  - Click "Apply" when all sections of the application have been completed, and the Signature Page and any additional documents have been uploaded.
  - **You can log in and work on your application at your convenience. Just click "Save Draft" to save your information and prevent losing your work before logging off.**
7. Final Report. The GGI Project must be in the 2021-2022 school year. The Final Report may be submitted once the project is completed, but it **must be submitted by May 15, 2022**.
8. Inquiries may be directed to Robin Harkey, Executive Director, Victoria ISD Education Foundation, at 788-9271 or [robin.harkey@visd.net](mailto:robin.harkey@visd.net).

### Frequently Asked Questions

1. Do I have to attend a workshop to apply for a grant?  
You do not have to attend a workshop to apply for a grant; however, we highly recommend that you do. The workshop will last about thirty minutes and will provide specific tips that will help you in writing your grant application as well as tips about the evaluation process. Attendees will gain a better understanding of the expectations of the Grant Review Committee. *Those attending will receive five additional points towards their grant evaluation score.*
2. May I include stipends in my budget request?  
The Foundation will not award grant funds for stipends, salaries, or any other similar personnel costs.
3. Another person in the District is going to help write my application. Whose name should be placed on the grant application?  
The person who will be responsible for implementing the grant and carrying out the project plan needs to be identified as the Primary Applicant.
4. May I use a previously released Application Form to submit my grant request?  
No. You must use the online submission system at:  
<http://www.visdfoundation.submittable.com/signup>

**Grant Application Evaluation Process:**

**Budget:**

- 1. Is the itemized budget spreadsheet information clear and complete? (5) \_\_\_\_\_
- 2. Is the budget narrative appropriate and necessary to complete the proposal's plan? (5) \_\_\_\_\_

**Need:**

- 3. Is the need clearly stated, and does it provide data to support the need? (10) \_\_\_\_\_

**Purpose:**

- 4. Is the purpose clearly stated, and does it include intended innovative or inspirational student outcomes? (10) \_\_\_\_\_

**Learning Outcomes:**

- 5. Does it clearly state measurable student learning outcomes? (5) \_\_\_\_\_
- 6. Does it relate student learning outcomes to broad curriculum objectives or goals of the campus improvement plan? (5) \_\_\_\_\_

**Methods and Procedures:**

- 7. Are procedures, methods, activities, and timelines specifically stated? (5) \_\_\_\_\_
- 8. Are activities/procedures directly related to Purpose and Learning Outcomes? (5) \_\_\_\_\_

**Evaluation Design:**

- 9. Does the Evaluation Design (including timelines for data collection) clearly describe how it will measure the success of the project? (5) \_\_\_\_\_
- 10. Does it clearly align evaluation measures with project Learning Outcomes? (5) \_\_\_\_\_

**Sustainability:**

- 11. Is the project sustainable beyond the grant period? (5) \_\_\_\_\_

**Additional Points:**

- 12. Applicant attended grant workshop (Yes = 5 points, No = 0 points) (5) \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_